

MEMORANDUM FOR:

Very Confidential

Subject: OLL 85-2205

Above action transferred to **DDA** ~~Personnel~~ / Personnel
for handling.

le:

Date 12 August 1985

FORM 101 USE PREVIOUS

ROUTING AND TRANSMITTAL SLIP

L-100

22 Aug 85

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1.

OP

2.

Attn: Sandy

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Not Congressional

Thanks

DO NOT use this form as a RECORD of approvals, concurrences, disagreements, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No. - Bldg.

OLL

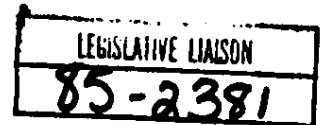
7824 Hg

5041-102

OPTIONAL FORM
Prescribed by GSA
FPMR (41 CFR) 101-11.606

* GPO: 1983 O - 381-529 (232)

JD - To
O/D/Personnel ?



File: DDA

STAT



August 8, 1985

Mr. Charles A. Briggs
Director, Legislative Liaison
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Briggs:

I would like to be considered for employment in a Legislative Assistant position. I have enclosed a copy of my resume and, should a vacancy require it, I have an OPM eligibility rating of GS 11/12.

I have strong writing and public speaking skills and I am confident these skills could be put to good use in the agency.

I look forward to hearing from you at your earliest convenience. The home telephone number I have listed on my resume has an answering machine for messages. I will return your call soon as possible.

Sincerely,

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Next 2 Page(s) In Document Denied